

CITY OF MONTEREY PARK
RECREATION AND PARKS DEPARTMENT
320 WEST NEWMARK AVENUE, MONTEREY PARK, CA 91754

APPLICATION FOR USE OF FACILITIES

Application Form MUST be filed **15 DAYS PRIOR TO PROPOSED USE**. All questions must be answered fully and signed and dated or Application is VOID. FILING OF THIS APPLICATION **DOES NOT** GUARANTEE THE ISSUANCE OF A USE PERMIT.

NAME OF ORGANIZATION				
ORGANIZATION'S ADDRESS	STREET	CITY	ZIP CODE	
NAME OF APPLICANT (print)			PHONE #	
APPLICANT'S ADDRESS	STREET	CITY	ZIP CODE	
REQUESTED DATE OF USE	TIME	TO	NOT AFTER 12 MIDNIGHT	Allow for Set-Up and Clean-up Time
FACILITY REQUESTED (SEE BACK OF FORM)	TYPE OF ORGANIZATION <input type="checkbox"/> Private <input type="checkbox"/> Non-Profit <input type="checkbox"/> Government Agency <input type="checkbox"/> Other _____			

PURPOSE FOR WHICH FACILITY WILL BE USED (MUST PROVIDE COMPLETE ACTIVITY INFORMATION)

CHECK ALL THAT APPLY: ALCOHOL: <input type="checkbox"/> Served <input type="checkbox"/> Sold <input type="checkbox"/> N/A FOOD: <input type="checkbox"/> Served <input type="checkbox"/> Sold <input type="checkbox"/> N/A				
ENTERTAINMENT: <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, what type?				
TOTAL EXPECTED ATTENDANCE	HOW MANY MONTEREY PARK RESIDENTS EXPECTED TO ATTEND	CHECK IF EVENT WILL BE OPEN TO:	<input type="checkbox"/> Private <input type="checkbox"/> Private/ Charge <input type="checkbox"/> Public/ No Charge <input type="checkbox"/> Public/ Admission <input type="checkbox"/> Public/ Donation	

SPECIAL SET-UP REQUIRED (CHARGE WILL RANGE \$50-\$100) <input type="checkbox"/> Yes <input type="checkbox"/> No	
INDICATE BELOW ANY SPECIAL EQUIPMENT REQUIRED AT FACILITY: ROOM SET-UP DESIRED	
No. Item	
_____ CHAIRS	
_____ 8' TABLES	
_____ P.A. SYSTEM (\$10/HR.)	

I hereby certify that I, the undersigned, am authorized to act on behalf of the above named organization/group, that I have read, and understand rules and regulations governing the use of City of Monterey Park facilities as stated in Policy Information and that the above named organization/group will abide by those rules and regulations. I further certify that the above named organization/group and its officers and members agree to hold the City of Monterey Park, its officers, employees, agents, and Commissions free and harmless from any obligation, debt, claim or responsibility in connection with said use of the City's facility and for said program/event.

SIGNATURE	DATE
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YOU WILL RECEIVE A "USE PERMIT" CONFIRMING THE RESERVATION OF THE FACILITY YOU HAVE SELECTED. IF THERE ARE ANY PROBLEMS WITH THE DATE AND/OR TIME YOU HAVE SELECTED, YOU WILL BE NOTIFIED IMMEDIATELY.

FOR OFFICE USE ONLY

FOR CASHIER'S USE ONLY

<input type="checkbox"/> APPROVED	<input type="checkbox"/> DISAPPROVED	BY: _____	DATE: _____
<input type="checkbox"/> INSURANCE BY APPLICANT	<input type="checkbox"/> INSURANCE BY CITY		
	Fee	Account Number	
RENTAL	\$ _____	_____	
STAFF	\$ _____	_____	
SECURITY	\$ _____	_____	
INSURANCE	\$ _____	_____	
CLEAN-UP DEPOSIT	\$ _____	_____	
TOTAL FEE of \$ _____ must be paid by (date of) _____ to City Hall cashier.			
COMMENTS: _____			

GENERAL RULES AND REGULATIONS FOR ALL CITY PROPERTY/FACILITIES

The organization holding a "Use permit" will be responsible for any damage to City equipment or property. No facility or property may be used for purposes prohibited by city or county ordinance, or by state or federal law. All activities shall comply with Chapter 9.53 of Monterey Park Municipal Code relating to noise nuisances. If a kitchen facility is used at any location, it is the organization's responsibility for cleaning that kitchen and all equipment. Liability insurance will be required of all users of City owned facilities. Minimum requirement: \$1,000,000 combined single limit. Products coverage must be included for any use involving cash sales and/or food drinks. Insurance requirements and clean up deposits will be determined on an individual basis. If an organization already has insurance coverage, a certificate of insurance naming the City as an additional insured along with an endorsement letter will be required and submitted for approval prior to issuing a Use Permit. Fees must be paid in advance of permit issuance.

CATALOG OF FACILITIES

_____	CITY HALL	<div>CH1</div> Council Chambers	<div>CH2</div> Council Lounge	<div>CH3</div> Community Room
_____	BARNES PARK & COMMUNITY CENTER			
	<div>BP1</div> Gymnasium	<div>BP3</div> Pool	<div>BP5</div> Softball Field	<div>BP2</div> Kitchen
	<div>BP6</div> Clubroom #1 – cap. 25	<div>BP7</div> Clubroom #2 – cap. 75	<div>BP4</div> Memorial Bowl Stage	
	<div>BP9</div> Clubroom #4 – cap. 35	<div>BP10</div> Clubroom #5 – cap. 50	<div>BP11</div> Memorial Bowl Classroom	
_____	BRIGHTWOOD CAFETORIUM	<div>BC1</div> cap. 250		
_____	ELDER PARK & COMMUNITY CENTER	<div>EP1</div> Gymnasium	<div>EP2</div> Community Room – cap. 100	
	<div>EP3</div> Youth Hut – cap. 50	<div>EP4</div> Pool		
_____	GARVEY RANCH PARK & HOUSE	<div>GP1</div> Main Room – cap. 100	<div>GP2</div> Baseball Diamond (SE)	
	<div>GP3</div> Baseball Diamond (NW)			
_____	HIGHLANDS PARK	<div>HP1</div> Softball Field		
_____	LA LOMA PARK	<div>LL1</div> Upper Baseball Field	<div>LL2</div> Lower Baseball Field	
_____	LANGLEY CENTER	<div>LC1</div> Main Room – cap. 300	<div>LC2</div> Wing A & B – cap. 75	
	<div>LC3</div> Craft Room – cap. 30	<div>LC4</div> Ryan Wing – cap. 75	<div>LC5</div> Kitchen	
_____	SIERRA VISTA PARK	<div>SV1</div> Recreation Bldg. – cap. 100	<div>SV2</div> Softball Field	
_____	SEQUOIA PARK	<div>SE1</div> Softball Field		
_____	SUNNYSLOPES PARK	<div>SU1</div> Softball Field		
_____	SERVICE CLUB HOUSE	<div>SCH1</div> Main Room – cap. 150	<div>SCH2</div> Annex – cap. 35	
	<div>SCH3</div> Conference Room – cap. 15			